

Luma Budget Quick Reference Guide (QRG)

Mixed Use with Counter DU Entry (5500)

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Initiator: Any budget employee

Reason: Enter adjustments for miscellaneous DU's.

General Notes:

- Decision Units (DU) that are rarely used, don't fit in a definitive category, or don't have functions that require specialized functionality, are managed in forms 5300 and 5500.
- This form, 5500, is designed for the following DU's:
 - **1.9x:** Other Adjustments
 - **4.4x:** Rescission
 - **4.5x:** Omnibus Decisions
 - **4.9x:** Other Adjustments
 - **6.9x:** Other Adjustments
 - **8.4x:** Removal of One-Time Expenditures
 - **8.7x:** Restore Gov's Approved Reductions (Future)
 - **8.8x:** Higher Ed Adjustments
 - **8.9x:** Other Adjustments
 - **10.5x:** Annualizations
 - **10.7x:** Nondiscretionary Adjustments
 - **12.7x:** Omnibus Decisions
 - **12.8x:** Cash Transfer Adjustments
 - **12.9x:** Budget Law Exemptions/Other Adjustments

Note: In the Luma Budget System there is no need to back out any 6 series entries. These entries will not be included in the running budget totals.

Create a new Parent Entry:

- Unlike form 5300, form 5500 requires a "Counter" to be set for each parent entry.
 1. Select form 5300 from the form dropdown menu to open the form's summary overview screen. This screen will list all entries matching the stages (workflow steps) associated with the user's access in the system.
 - i.e. Listed forms have not been "submitted", moved to other stages, or have been returned to the user from another stage.
 - Each listed parent entry will display a DU Detail number, which further describes the entry's DU.
 2. Click **Add New** to open the "Create a new Budget Form – 5500" screen.

Mixed User w Counter DU Entry (5500)

Quick Search: [Show Advanced Filters](#)

Record Actions: [Add New](#)

Form ID	DU Title	Stage	Agency	DU Summary	DU Detail	Form Rows	Last Update	Last User	Submit	Actions
1969	Other Adjustments	5501	140	04.9x	04.91	13	12/7/2020	chuck.hulem@s	Submit	Header Detail Delete
3298	Other Adjustments	5501	183	06.9x	06.93	0	2/5/2021	APPROP_USER	Submit	Header Detail Delete

Records per page: [Show](#)

Records: 2 - Page: 1

3. Fill in mandatory fields:
 - a. **Stage:** Not all budget forms start in Stage 1.
 - b. **Agency:** Agencies you have permission to access will appear in the field's lookup tool.

Create a new Budget Form - 5500

[Close](#)

Stage:*

Agency:* [Search](#) [X](#)

Decision Unit: [Search](#) [X](#)

[Save](#) [Cancel](#)

- c. **Decision Unit (DU):** Click the magnifying glass and select an option.
 - See listing above
4. When ready, click **Save** to continue to the "Budget Form Header" screen.

HEADER TAB

- The “Budget Form Header” tab is where reporting narratives are entered and the Decision Unit (DU) Detail settings are established.
 1. **DU Title:** The DU Title will default to the name of the DU selected. This can be changed or added to for easier identification. This will populate the “Name” field on the top line as well as the summary overview and throughout the system.
 2. **Brief Description:** The text in this field will appear on the “Budget Detail” report and can be edited as necessary. Please keep these explanations brief.

The screenshot displays the "Budget Form Header" interface. At the top, there are buttons for "Comment History", "Comment", "Submit", and "Close". Below these is a table with the following data:

Instance ID	Form Definition	Definition Name	Name	Agency
10365	5500	6. Mixed Use w/ Counter DU Entry (5500)	Removal of One-Time Expenditures	999

Below the table, there are three input fields: "Stage Code:" (5507, Division Administrator/Deputy I), "Agency:" (999, Test Agency (System)), and "Decision Unit:" (08.4x, Removal of One-Time Expendit). Below these is a tabbed interface with "Header", "Detail", and "Attachments" tabs. The "Header" tab is active, showing the "DU Title:" (Removal of One-Time Expenditures), "Brief Description (shown on Detail Report):" (This decision unit removes one-time appropriation for FY 2021.), and "Analyst's Comments:". There is a "Save" button and a "DU Detail #" dropdown menu.

3. **DU Detail #:** Each parent entry **must** be assigned a DU Detail # (counter). This number will dictate the order the item will show up in the “Detail Report” and separate items from ones assigned a different DU Detail #.
 - If there is only one entry under a DU, the DU counter should be “1” (e.g. 6.91)
 - If counter “1” is selected again, the Executive Detail Report (B-8) will roll both entries together if the header’s narrative remains the same.
 - If there are two “1” entries and something is changed on the Header tab such as name or DU Description, the “1” entries will remain separate entries. Please make an effort to prevent this as appropriate.
4. Once you are satisfied with these fields, click **Save** and navigate to the “Details” tab to access the “Budget Form Lines” screen.

DETAIL TAB

- Create lines to build transactional data, providing totals for the parent entry.
 1. On a Budget Form Header screen, select the “Detail” tab to open the “Budget Form Lines” screen.
 2. Create and edit lines:

Budget Form Lines

Close Export Import Refresh

ID	Form	Agency	DU Summary	Form Name	FTPs	Total Amount
10365	5500	999 - Test Agency (System)	08.4x - Removal of One-Time Expendit	6. Mixed Use w/ Counter DU	0.00	\$0

Quick Search:
Enter search criteria here...

Actions:
Add New Copy

Row	Audit Trail	Approp*	Fund*	Org Unit	Program	Project	Account*	OG / OT*	FTP Amounts*	Amount*	Comments / Notes
There are no records available.											

Records per page: 50

Records: 0 - 0 of 0 - Pages: 1

- **Add New:** This button will open the “Add New Line” utility, allowing the user to manually enter a new form line.
- **Copy:** This button allows users to copy a highlighted form line, saving time and effort when new lines share previously created form line details.
- **Export/Import:** Click **Export** to pull the template and any existing line information. Modify the form in Excel and save it before clicking **Import** to upload your changes.

Row	Audit Trail	Approp*	Fund*	Org Unit	Program	Project	Account*	OG / OT*	FTP Amounts*	Amount*	Comments / Notes
1		SCAA	10000	0	0				0		

Records per page: 50

Records: 1 - 1 of 1 - Pages: 1

- **Pencil Edit:** Clicking the pencil icon at the end of a form line will allow the user to make quick edits to form line fields (e.g. Amount, FTP, etc.).
- **Lookup (Magnifying Glass):** Opens a contextual search utility that displays all available options for the field.
- **Comments/Notes:** Utilize this field to make notes and add additional information about a given form line as needed.



Budget Form Entry - Add New Line

Page Actions: [Close](#)

Form ID	Form Definition
10365	5500

Approp:* Fund:* DU:* Program: Project: OG / OT:*
Removal of (Not Assigned Not Assigned On-Going

Account:* Org Unit: [Save](#) [Cancel](#)
Not Assigned

- **Approp:** Select the appropriation unit (AU) applied to this line
- **Fund:** Select the applicable fund number for this line
- **Program** (optional): Select a program associated with the line if your agency enters its budget with that level of detail.
- **Project** (optional): Select a project associated with the line if your agency enters its budget with that level of detail.
- **OG/OT:** Designates if the line is on-going (OG) or one-time (OT).
- **Account:** The account number associated with this line.
- **Org Unit** (optional): Select an organizational unit associated with the line if your agency enters its budget with that level of detail.

Comments / Notes:

FTP Amounts*:

Amount*:

Audit Text:

Audit Text:

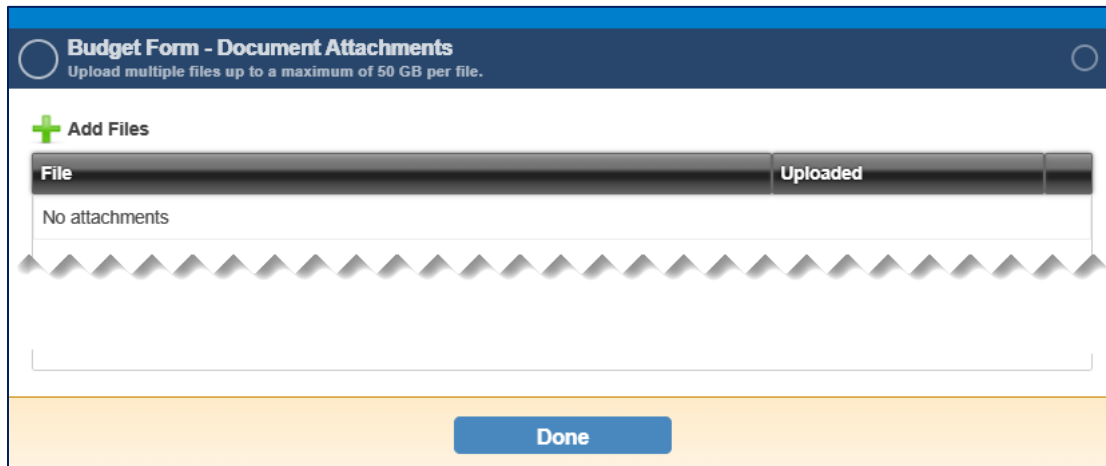
- **Comments/Notes** (optional): Specific notes can be added to this field.
- **FTP Transfers:** This allows for the reporting on any relevant Full-Time Positions.
- **Transfer Amount:** Enter the dollar amount for the line.
- **Audit Text:** Comment fields, visible only on the form line audit history screen.

3. Once changes are made, click **Save All** and **Refresh** on the screen.

4. Review the information for accuracy.

ATTACHMENT TAB

Selecting the “Attachment” tab will open the “Budget Form – Document Attachments” utility. Clicking **Add Files** will open a file explorer dialogue, allowing you to locate and select the document(s) you would like to upload to the form.



The screenshot shows a web interface titled "Budget Form - Document Attachments" with a subtitle "Upload multiple files up to a maximum of 50 GB per file." Below the title is a green plus icon and the text "Add Files". A table with two columns, "File" and "Uploaded", is shown. The table currently contains the text "No attachments". Below the table is a large, empty rectangular area with a dashed border. At the bottom of the interface is a blue button labeled "Done".

Note: You may upload multiple documents at once as long as they do not exceed the 50 GB file limit.

Result: You successfully reported your current year’s mixed-use with counter DU values.

Additional training resources can be found on the SCO website’s Luma Budget Training page: <https://www.sco.idaho.gov/LivePages/luma-budget-support-and-training.aspx>

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